



STATEWIDE TREATMENT COURT CERTIFICATION COORDINATOR I - ADMINISTRATIVE OFFICE OF THE COURTS - SALT LAKE CITY

Under the general guidance and supervision of the Statewide Treatment Court Coordinator and/or a Court Level Administrator, this position will assist in the critical role of supporting treatment courts in districts throughout the state. Primarily, this position will assist with treatment court certification, training, technical assistance, and analyzing court procedures for quality and effectiveness.

The administrative teams at the Administrative Office of the Court are committed to advancing the mission of the judiciary by providing an open, fair, efficient, and independent system for the advancement of justice under the law.

Salary: \$23.09 - \$30.00

Closing Date: 3/8/24

Number Of Openings: (1) Part-time, 20 hours per week, FLSA Non-Exempt, [at-will](#) position with [benefits](#) | Monday-Friday | 8:00 am to 5:00 pm - Some required travel outside regular office hours

Physical Address: Matheson Courthouse (450 South State Street | Salt Lake City, UT 84114)

Benefits: This position is eligible for a full benefits package including medical, dental, life, and long-term disability insurance, education assistance, a retirement plan, 401(k) matching, paid parental and postpartum recovery leave, plus paid leave to include annual, sick, and holiday pay. The State requires employees to receive their pay through direct deposit. If selected, you will receive more information about these benefit options and enrollment information through our onboarding process and during your first week or two on the job.

Criminal Background Check: You must successfully pass a criminal history check.

Driver's License Requirements: Employees hired for this recruitment will be subject to the Driver Eligibility standards.

EEO STATEMENT: The State of Utah is an equal-opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, orientation, gender identity, age or disability. The State provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete this application process, please contact CourtsHR@utcourts.gov

Job Description

Under direction from the Statewide Treatment Court Coordinator and/or a Court Level Administrator, coordinates site visits to certify treatment courts as established by the Judicial Council, performs training and technical assistance related to treatment court programs, and coordinates between agencies or organizations. Incumbents in this category coordinate structured programs requiring standard organization and training skills and a high level of interpersonal skills.

Example of Duties

- Coordinate site visits with treatment courts in the state as needed to evaluate each court against the certification requirements established by the Utah Judicial Council.
- Observe respective treatment courts and identify positive and problem areas relating to program operations.
- Communicate with and assist team leadership in resolving issues in a manner that is consistent with the certification standards.
- Writes reports for and presents information to the Judicial Council.
- Provides consultation as required to assure statewide program effectiveness or the effectiveness of district programs. Provides in-service training to staff.
- Assist with developing new programs based on input from management, program users, data reports, or trends.
- Gather objective information on each treatment court certified by the Judicial Council.
- Serve as a liaison, in coordination with the State Treatment Court Coordinator, between the Administrative Office of the Courts, Department of Health and Human Services, and local Treatment Courts.
- May assist local treatment court teams with the development and interpretation of policies, procedures, rules, regulations, and standards in particular specialty areas.
- Performs other related duties as assigned.

Typical Qualifications

- Bachelor's degree in the Social Sciences plus a minimum of two (2) years of experience working in a treatment court setting or an equivalent combination of education and experience.
 - Knowledge and experience working with a treatment court and utilizing treatment court best practices and standards
 - Establish and maintain effective working relationships with allied agencies, employees, and the public; follow written and verbal instructions.
 - Risks found in the typical office setting, which is adequately lighted, heated, and ventilated, e.g., safe use of office equipment, avoiding trips and falls, observing fire regulations, etc.
 - Must have a valid driver's license and reliable transportation.
 - Some day and overnight travel will be required.
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Supplemental Questions

- * 1) Select the highest level of education you've completed.
 - Less than a Bachelor's Degree
 - Bachelor's Degree
 - Master's Degree
 - JD/PhD
- * 2) Select the category that best describes your years of experience working in treatment/problem solving courts.
 - None
 - Less than 2 years
 - More than 2 years
- * 3) Select the category that best describes your proficiency in applying the Treatment Court Best Practice Standards.
 - None
 - Beginner
 - Intermediate
 - Advanced
- * 4) Identify the standard that addresses drug testing requirements in treatment court.
 - Adult Treatment Court Best Practices Volume I, Standard 3
 - Adult Drug Court Best Practices Vol II, Standard 7
 - Adult Drug Court Best Practices Vol I, Standard 8
 - This is not a standard for drug testing in treatment courts.
- * 5) Briefly summarize your education, training, and work experience relevant to this job posting.

- * 6) Select the category that best describes your proficiency in building and maintaining professional relationships with a broad range of individuals or entities.
 - None
 - Beginner
 - Intermediate
 - Advanced

- * 7) Are you a current or former State of Utah employee?
 - Yes
 - No

- * 8) As a veteran of the armed services, you may be entitled to preference when seeking initial employment with the Utah State Government (Utah Code 71-10-1). Please indicate your veteran status.
 - Veteran
 - Not a Veteran
 - Veteran with a disability or Purple Heart recipient
 - Spouse, widow, or widower of a veteran
 - Spouse, widow, or widower of a veteran with a disability or Purple Heart recipient